

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: January 6, 2003

PAYROLL LETTER # 03-003  
(CIVIL SERVICE ONLY)

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **2002 FORM W-2 WAGE AND TAX STATEMENT**

This is to inform you the State Controller's Office has printed and will soon be mailing your employees' 2002 Form W-2 Wage and Tax Statement and to provide information regarding the mailing process.

**LISTINGS-CIVIL SERVICE**

Listings were produced to assist agencies in responding to questions from employees who were mailed Forms W-2. The listings contain the following information:

- Social Security Number
- Employee name
- Employee mailing address

The listings should be received by your office no later than January 14, 2003.

**CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM PDC0101-CSU**

Campuses should access CIRS (compendium report code number D92, cycle date 02-12) to assist them in responding to questions from employees who were mailed Forms W-2. This report contains the same information as outlined above, and will be available no later than January 7, 2003.

**UNDELIVERABLE FORMS W-2**

For Forms returned to the State Controller's Office as undeliverable, we will distribute these to the appropriate agency/campus for distribution to employees. In an effort to clear up invalid address records, it is suggested when distributing undeliverable Forms W-2 to your employees, an Employee Action Request (Form Std. 686) or CSU Student Payroll Action Request (Form Std. 457) be attached with a request that the employee complete the Form to update their invalid address.

**BILLING**

Invoices will be sent to your office during April. As a reminder, the cost for this service is \$.45 per Form W-2 which defrays postage/processing costs.

If you have any questions regarding this information, please contact Liz Corrales at (916) 322-8125 or via e-mail at lcorrales@sco.ca.gov. If you have questions related to W-2 reporting information or corrected Forms W-2, please contact the W-2 Unit Telephone Liaison at (916) 322-8100. If you need a duplicate or replacement Form W-2, please contact the W-2 Unit at (916) 322-8052.

JRH:LC:SACS